

**MINUTES OF THE MEETING  
PRE-QUOTATION CONFERENCE  
February 27, 2020  
RFQ NO. 19RP3820Q0030  
Copier Rental Services for the U.S. Embassy Manila**

**Introduction**

Procurement Agent, Jewela S. Acuzar, welcomed all attendees to the pre-quotation conference.

**Discussion of the Solicitation Package**

The following sections of the solicitation were highlighted:

**1. SF1449 cover sheet**

- Block 8: Deadline of submission of offers will be amended to reflect the new date:  
FROM: **March 5, 2020, no later than 2:00 p.m.**  
TO: **March 10, 2020, no later than 2:00 p.m.**
- Email submissions will not be accepted.

**2. Section 1.1 Performance Work Statement**

- Photocopier supplies and services based on a firm fixed price (cost per copy) charge at the locations specified.
- Refer to Attachment 1 for the detailed Performance Work Statement
- The contract is an Indefinite-Delivery Indefinite-Quantity type of contract under which the Government will order all work by placing/ issuing firm-fixed price\* TASK ORDERS.
- Task orders should be signed by the Contracting Officer.
- **Firm fixed price.** Price is not subject to adjustments due to any escalation in the cost of labor, materials, transportation or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.

**3. Section 1.2, Period of Performance**

- The Period of Performance is from the date of contract award and continuing for 12 months with a one(1)-year option year.
- The Embassy may opt not to exercise one (1)-year option year.

**4. Section 1.3, Pricing**

- All prices are set forth in Philippine currency.

- Estimated copy per month column represents the estimated total number of copies for all copiers combined, within that location.
- The Embassy will not pay any monthly lease charge, maintenance, toner or other copier supply charges under this cost per copy arrangement. No other charges will be accepted.
- VAT – The Embassy is exempted from Value Added Tax

**5. Section 1.3.1 Base Year of Service Prices**

- Fill out all the blank spaces

**6. Section 1.3.2 First Option Year of Service Prices**

- Fill out all the blank spaces

**7. Section 1.3.3 Summary of Pricing**

- Fill out all the blank spaces

**8. Section 1.4 Issuance of Task Orders**

- Each task order will set forth a ceiling price based on the estimated number of copies provided by each office.

**9. Section 1.6 Invoices**

- The details will be discussed with the awardee

**10. Section 1.8 Key Personnel**

- The winning contractor must assign a key person for this contract.

**11. Attachment 1 – Performance Work Statement**

- The winning contractor is required to supply key operators for Seafront and Chancery compounds only.

**12. Attachment 2 – Estimated Machine Requirement Schedule**

**13. Section 2 – Contract Clauses**

**- FAR 52.222-50, Combating Trafficking in Persons**

The USG has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.

**FAR52.201-13 System for Award Management**

- This is mandatory. For a company to be eligible for award, they need to be registered in SAM.

**14. Section 3 – Solicitation Provisions**

- Failure to submit the required number of copies may render the offer unacceptable and may not be considered for evaluation.

- (1) Paragraph A.1 – 2 sets (original + 1 duplicate copy)
- (2) Paragraph A.2 – 4 sets (original + 3 duplicate copies)

**15. Section 4 – Evaluation Factors**

- The Government intends to award the contract to the lowest priced, technically acceptable, responsible offeror.
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**16. Section 5 – Representations and Certifications**

- Offerors may only fill out items that are applicable to them.

**17. Others Matters:**

- Deadline for submission of questions: no later than March 4, 2020
- No fancy binding/ ring bind, etc. is required.

**Conclusion:**

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.